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From: Smith, Claudia
Sent: Thur 8/13/2015 7:16:52 PM
Subject: U&O FIP: Standard Workgroup Practices & Restricted I Drive Folder

All,

I've attached a document called Standard Practices for UO FIP Workgroup, which is also posted on the Sharepoint site. Additionally, you should all now have access to a restricted I drive folder titled U&O FIP. As specified in the attached Standard Practices for UO FIP Workgroup, the restricted I drive folder is where you should keep all of the most current versions of your draft documents under development. It will probably be easiest to just work from the I drive location unless you are teleworking, in which case, when you return to the office, save the most current versions back to the I drive. When documents are ready for workgroup peer review, they can be uploaded to the Sharepoint site at that time.

Contact me if you have any questions. Please also contact me if you have any comments on the structure of the restricted I drive folder or Sharepoint site.

Thanks,

Claudia

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